



ADVERTISEMENT

Manager: Communications and Stakeholder Relations

Contract type: Permanent

Job Level: Management

Work Location: Pretoria, Gauteng

The National Research Foundation (NRF) is a government mandated research and science development agency established through the National Research Foundation Act (Act No. 23 of 1998). The agency supports and promotes research and human capital development through innovative grant funding and partnerships, the provision of National Research Facilities and science engagement platforms and supporting and promoting public awareness of science to the broader community, in all fields of science and technology, including natural science, engineering, social science and humanities.

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the National Research Foundation (NRF) with the mandate to advance public awareness, appreciation and engagement of science, engineering, innovation and technology in South Africa and has been appointed by the Department of Science and Innovation to be the national coordinator for Science Engagement in South Africa.

The National Research Foundation (NRF) seeks to make an appointment for the position of Manager: Communications and Stakeholder Relations who will operationally report to the Managing Director: SAASTA, within Research, Innovation and Impact Support and Advancement (RIISA) at the business unit SAASTA. The incumbent is also accountable to the NRF Corporate Head of Communications. This is an Employment Equity position and preferred candidates would be: coloured male/female, white male/female and Indian female.

The purpose of the job is to develop the strategies, activities and modalities for the RIISA and SAASTA's Communications portfolio, and direct the successful execution of the respective strategies in line with the organisation's objectives. The position will be based at NRF RIISA business unit SAASTA in Pretoria CBD.

Key Responsibilities:

- * Developing and executing comprehensive communication strategies that support the organisation's goals and objectives.
- * Managing all Public Relations programmes (internal and external communications).
- * Building and maintaining relationships with key media contacts, industry influencers, and stakeholders to enhance the organisation's brand reputation.
- * Creating and managing content for various communication channels, including the website, social media, newsletters and executive leadership communications.
- * Collaborating with cross-functional teams to ensure consistent messaging and alignment of communication efforts.
- * Monitoring and analyzing media coverage to identify trends and opportunities for proactive communication.
- * Overseeing the development and implementation of employee communication programmes to ensure consistent and effective messaging.
- * Supervising the management of NRF strategic events and exhibitions as strategic platforms for stakeholder engagement and brand awareness.
- * Developing an Annual Strategic Events Calendar and related Standard Operating Procedures.
- * Collaborating with the Marketing and Brand Management team to create and manage the production and supply of appropriate branded collateral to support NRF executives and business unit leaders in their stakeholder engagement programmes.
- * Proactively identify and manage potential reputational risks and developing crisis communication plans.
- * Report on RIISA Communications strategy to internal and external stakeholders.
- * Operate in a fully integrated and inclusive manner with the different departments within RIISA, as well as with external stakeholders.
- * Manage the development of communications campaigns for both internal and external stakeholders in collaboration with NRF Corporate Communications.
- * Develop and edit content and direct creative execution to provide a consistent, targeted, and impactful messages.
- * Manage the media monitoring of the science content and programs through online media monitoring platforms.

Key Requirements:

Qualification:

- * NQF Level 8 Qualification preferably in Public Relations, Mass Communications, Marketing, Journalism, Media Studies, or related field.
- * PRISA Registration desirable.

- * 5-8 years solid professional experience working/managing a public relations/stakeholder management/internal communication/corporate communications portfolio; plus
- * Minimum of 3 years' experience working in a supervisory/ management level.

Experience:

- * Strong conceptual strategic and analytical abilities.
- * Strong interpersonal skills.
- * Storytelling skills.
- * Content building.
- * Stakeholder engagement.
- * Strong Planning and project management skills with the ability to multitask; and
- * Excellent computer skills and use of MS Office suite.
- * Proven team leadership skills.

Knowledge:

- * An understanding of the National System of Research and Innovation.
- * An understanding of the functioning of mainstream and digital media.
- * Written and Oral Fluency.
- * Strong media networks.
- * Branding.
- * Corporate social responsibility.
- * Proven ability to manage the production of newsletters and publications.
- * Proven Public Relations expertise and management of Social Media Platforms.
- * Understanding of multimedia tools and applications.

Information:

The website www.nrf.ac.za provides more details on the NRF initiatives and activities.

Applications:

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

Closing Date: 25 March 2025

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only